



Meeting Minutes

Town of Clifton Forge Parks & Greenways Initiative Stakeholders Meeting #7

January 14, 2013

I. Welcome / Updates from Last Meeting

A. Subcommittee Reports:

- Parks & Recreation
 - *Mr. Price mentioned that Little League signups will begin shortly and information on potential parks improvements could be disseminated to interested parties at that time.*
- Urban Greenways / Sidewalks & Bikeways
 - *Mr. Ford reported that Public Works has been working on clearing Hazel Run area behind Washington Park. Lori stressed the importance of tracking their time and expenses on these efforts as it could be used as leverage or in-kind match documentation in future funding applications.*
- Challenge & Wilderness Trails
 - *Mr. Deaton reported that his group is looking at the Douthat connection as a priority project and several possible routes between WTP reservoir and edge of Town were discussed including connection with USFS trails (Stony Run, Middle Mountain); Lori will forward a link to the Douthat Master Plan for preliminary review.*
 - *Reviewed Town's efforts to clear and trace the main water transmission lines route for future rehab project; this project is critical to viability of water system and would fit with the trails initiative as an easement (likely prescriptive) is already in place.*
 - *Starting point is mapping the route(s) to have something for people to react to. Lori will provide aerial mapping including ownership to identify potential routes.*
 - *Douthat bike path is to be included in County's Comprehensive Plan update; Mr. Hillert is on the Planning Commission; this will likely be presented as a bike lane along the road.*
 - *Discussed need for bike rentals for Douthat visitors and a bike shop in area as ways to attract the biking community; Town is a natural biking nexus due to its location.*
 - *Also discussed possibility of designating Douthat Road as a Scenic Byway; Kara Asboth is working with Chamber on Midland Trail designation and can provide more information on the Byways program.*

B. Current Opportunities / Projects:

- Alleghany Foundation Grant for Smith Creek Project
 - \$20,200 grant application led by Ben Jackson was successful; he is looking to route a trail from Armory / Old High School area into Town on the east side of Smith Creek and potentially using footbridges at specific crossings; also looking into having Fish & Wildlife stock trout.
- DGIF Grant for Jackson River Boat Launch
 - \$10K grant approved; Ms. Burcham reported that she is working with CSX toward a donation or long-term (25-year) lease of the site; looking at potentially paving the area.

C. Future Opportunities:

- DCR's VA Recreational Trails Program – April submittal
- VDOT's MAP-21 – NOT APPLICABLE for FY 2014
 - Based on latest announcement, VDOT will only fund previously approved projects this year in an effort to finish some of them up before opening the program to new projects. Program is still in transition and final guidelines are in development. Will stay abreast as new program unfolds and look into opportunities for next year's funding cycle.

II. Recreation Plan Update

A. Committee input on Draft #1 needed by 02/01/13 to finalize draft

- Lori reiterated the reasoning behind development of a formal recreation plan: Illustrates community's commitment to a thoughtful, organized approach to improvements and new facilities, memorializes decisions, and provides guidance for future project development. Most importantly, as funding sources or opportunities are identified Plan will be used to pull planned and "shovel ready" projects as quickly as possible.

B. Project scoring matrix update ASAP

- As part of Plan, the scoring matrix should be in place to justify priorities and agreed approaches to specific projects. Matrix previously distributed is draft and requires stakeholder input to be included in Plan. Any additional projects should be identified and each group should provide input at next meeting.

C. Project development forms

- Blank project development forms were distributed for subcommittees to work through with their specific projects. Some info will not be known at this point, but forms should at least be started for any viable projects currently in consideration.
- A series of planning questions was distributed for subcommittees to review together as project forms are completed. These are some of the often forgotten items that should be addressed as part of the planning process and will be particularly helpful to answer questions from general public as projects begin to be discussed in further detail.

III. Community Engagement

A. Communication plan update

- *Group discussed the need to continue getting information out to citizens to build momentum and buy-in for proposed projects.*
- *Reviewed options for communication: Advertised meetings, minutes and agendas posted on Town website, local radio spots, Chamber newsletter, Heirlooms weekly e-newsletter, Town Council reports, etc.*
- *Ms. Hostetter is looking into preparing a radio spot.*
- *Suggested publishing additional newspaper articles at regular intervals about the initiative because number of participants spiked after the last one appeared in October. Mr. Ford agreed to develop additional articles in between regular stakeholder meetings to advertise upcoming meetings.*
- *Discussed potential for a project showcase / community fair to allow citizens an opportunity to comment. Projects need to be developed further to do something like this.*

B. Need for community survey?

- *Agreed a community survey would be a good idea to get broader input for initiatives. Discussed how to best accomplish this. Mr. Hillert suggested approaching civic organizations. Other suggestions included distributing a questionnaire at Little League sign-ups and at project showcase.*
- *Lori to bring some sample questions from Virginia Outdoors Survey to next meeting.*

IV. Subcommittee Work Session – Project Development

- *Postponed to February meeting.*
 - A. Prepare project form for first priority project(s)
 - B. Identify budgeting / funding considerations
 - C. Determine additional information needs
 - D. Respond to Preliminary Planning Questionnaire
 - E. Prepare preliminary report for next meeting

V. February Meeting – 02/11/13 – Goals / Assignments Recap